

# USGS REMOTE ACCESS SERVICE ORDERING FORM

☐ New Order   ☐ Change to Existing Order   ☐ Deletion of Order   Effective Date of Change/Deletion: \_\_\_\_\_

<b>1</b> Name of user ( <i>Last, First, MI</i> )		<b>2</b> User's telephone number	
<b>3</b> User's location ( <i>City, State</i> )		<b>4</b> User's email address	<b>5</b> USGS account ( <i>billing number</i> )
<b>6</b> USGS point of contact ( <i>Individual to contact for technical questions</i> )		<b>7</b> Point of contact telephone number	
<b>8</b> Name of fiscal authority	<b>9</b> Fiscal authority signature		<b>10</b> Date
<b>11</b> Workstation O/S - <i>Select one O/S only.</i>  <input type="checkbox"/> Macintosh* <input type="checkbox"/> Windows* ( <i>specify version</i> ) _____ <input type="checkbox"/> Unix ( <i>specify version</i> ) _____ <input type="checkbox"/> Linux ( <i>specify version</i> ) _____ <input type="checkbox"/> Other ( <i>please specify</i> ) _____  <i>*NOTE: Macintosh and Windows accounts are <b>not</b> interchangeable.</i>			<b>12</b> Types of services desired ( <i>check all that apply</i> )  <input type="checkbox"/> Internet account - \$14.09/mo <input type="checkbox"/> VPN account - \$1.80/hr <input type="checkbox"/> 800 access ( <i>supplement to local dial options</i> ) - \$6.00/hr <input type="checkbox"/> AT&T Email Account ( <b>NOTE:</b> <i>Due to technical conflicts with existing USGS email accounts, this option is open to <b>non-USGS employees only</b></i> )
<b>13</b> Name of supervisor/project chief	<b>14</b> Supervisor/project chief signature		<b>15</b> Date

**16** Comments

## TO BE COMPLETED BY ORDERING OFFICIAL ONLY

AT&T reference ID <b>G</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	USGS Task Order Number	
Ordering Official	Date	Date Submitted to AT&T